



How to Encrypt a File Using ZipGenius

Read this first:

ZipGenius is free software for Windows that can be downloaded by visiting <http://www.zipgenius.it>

In these instructions, “*TestDocument*” represents the name of the document that you eventually will encrypt. The resulting zipped and encrypted files will begin with the name of your original document and will end with .zip, .czip, or .exe, as their extensions. The self-extracting encrypted file—the file which will be e-mailed—is the file which ends with the **.exe** extension.

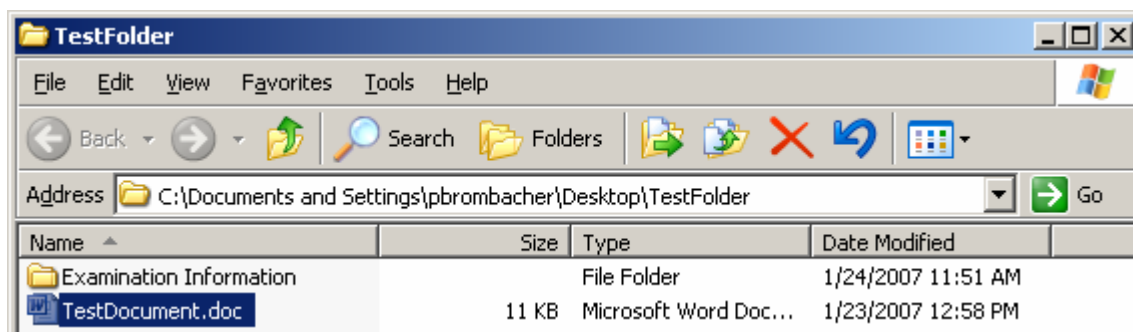
You can zip and encrypt multiple files at one time by highlighting all of the files you wish to include and right clicking on the group and then following the instructions provided in this document.

You can also zip and encrypt files by right-clicking on the file name (or a highlighted group of files) and then selecting an action from a dropdown menu.

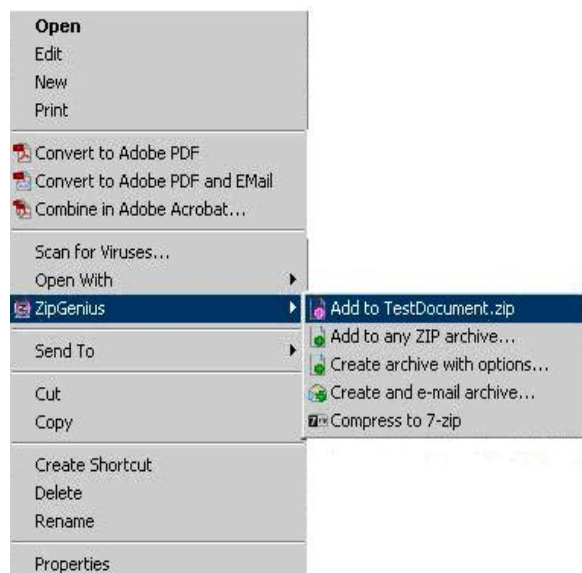
You cannot zip and encrypt a file(s) from within a specific program. You must locate the file(s) that you want to zip and encrypt through My Computer or by right-clicking on the Start button and clicking on Explore to browse to the location of the file(s).

Instructions:

1. Locate the file that will be encrypted.



2. Right click on the document (or group of documents, if more than one is being zipped) and highlight **ZipGenius**.
3. Left click on **Add to Test Document.zip** from the dropdown menu. (The **.zip** file will have the original file name with “.zip” as its extension.)

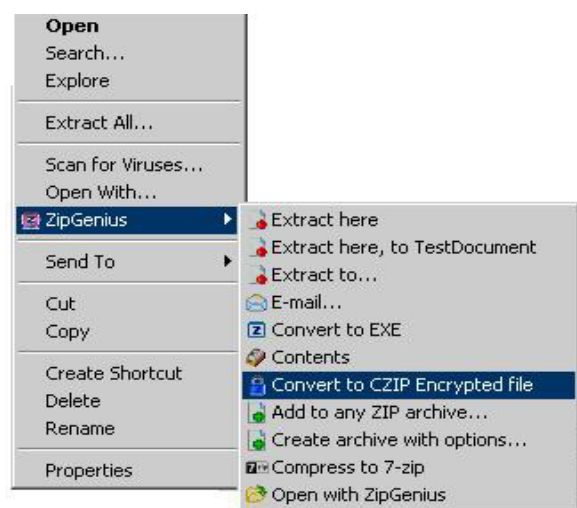


The .zip file highlighted in *Figure 1* will appear in your list of documents.

Figure 1.



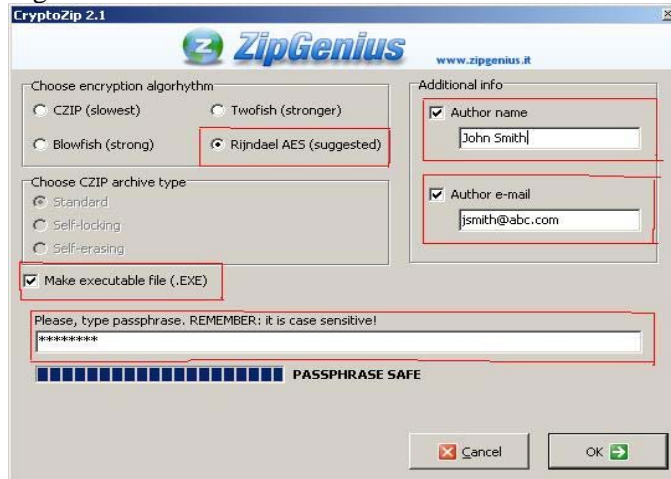
4. Right click on the new .zip document and highlight **ZipGenius**.
5. Left click on **Convert to CZIP Encrypted file**.



8. In the encryption screen (See *Figure 2*):
 - a. Check the boxes marked **Rijndael AES (suggested)** and **Make executable file (.EXE)**.
 - b. Complete the **Author name** and **Author e-mail**. (Please enter information for a contact person.)
 - c. Type in a passphrase that is **Passphrase Safe**. Remember the passphrase. You cannot decrypt the file without it. If you forget the passphrase, then you will have to start again.

d. Select **OK**.

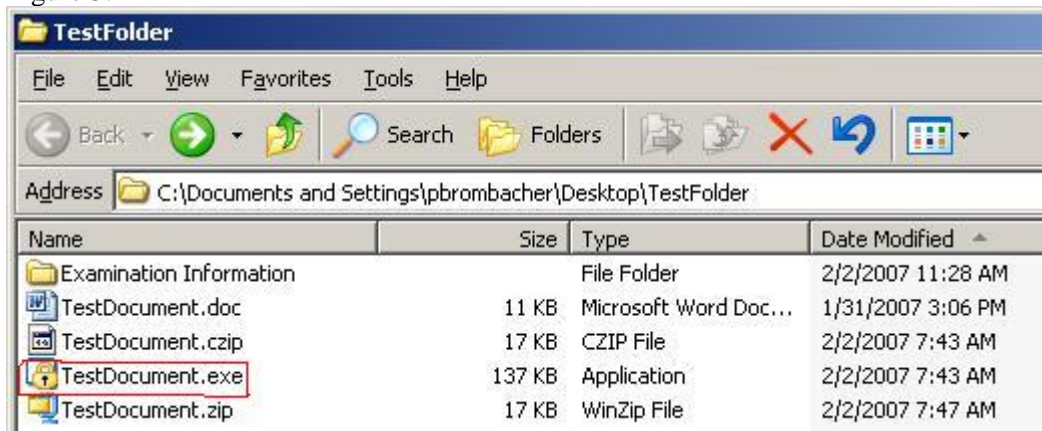
Figure 2.



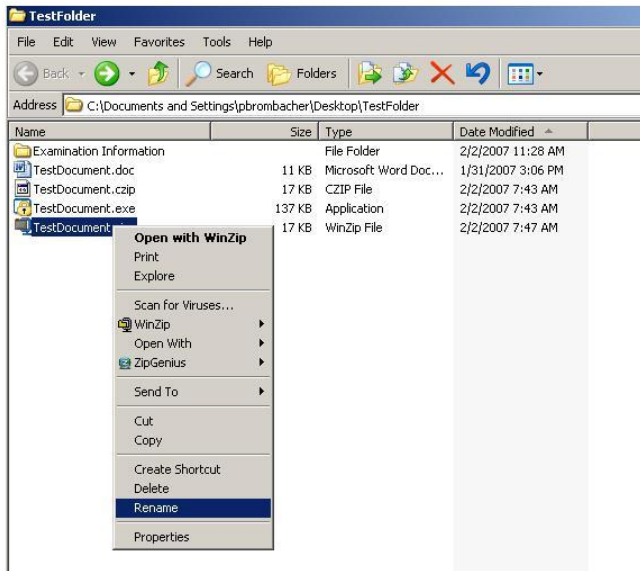
NOTE: “**PASSPHRASE SAFE**”—which is grayed out—will turn **bold**. At a minimum, the secure password should be a combination of eight or more characters, including at least one capital letter, one lowercase letter, one number, and one special character. For instance, **Apples1!** is one example of a safe passphrase.

See Figure 3. Two new files with the extensions “.exe” and “.czip” will appear in your list of documents. The “.exe” file (with the lock) is the newly created encrypted file.

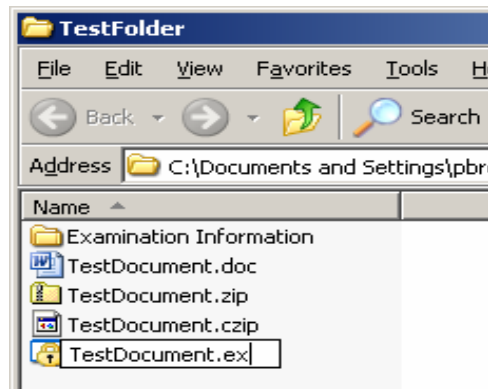
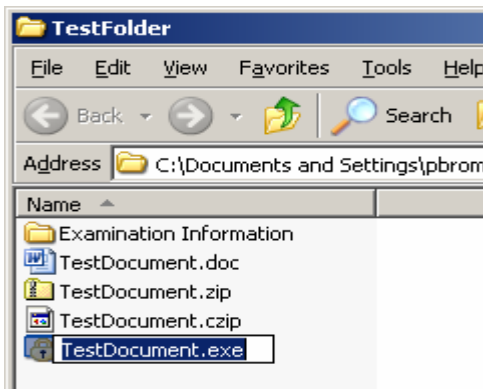
Figure 3.



9. Right click on the new encrypted file (“*.exe”) and select **Rename** from the dropdown list.

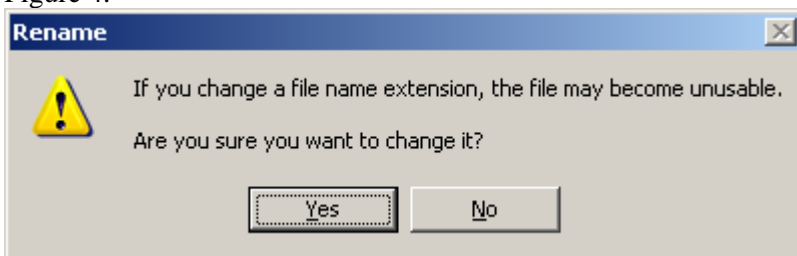


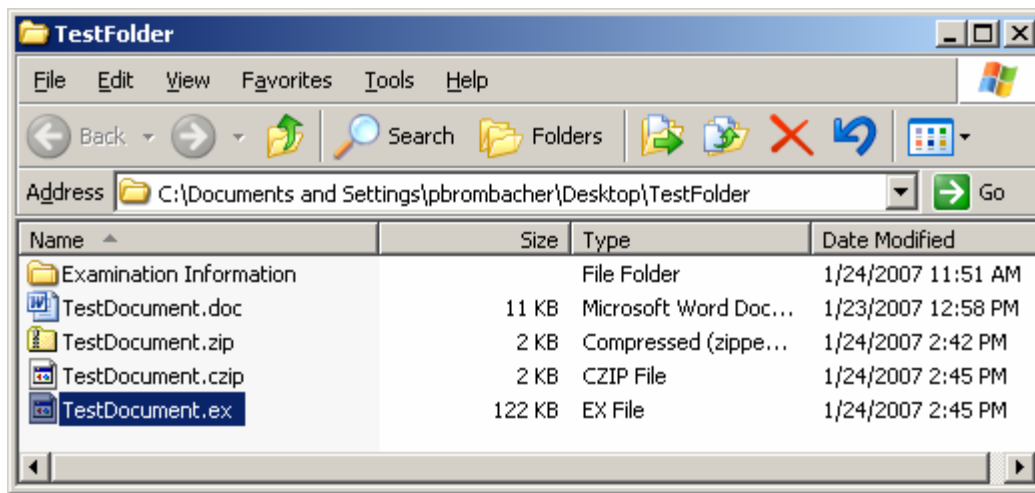
10. Change the “.exe” extension to “.ex”.



11. You will be asked if you are sure you want to change the file name extension. Select **Yes**. (See *Figure 4*.)

Figure 4.





You can now send the encrypted file (with the modified extension) as an e-mail attachment.